

## **Transaction Supervisor's Forum 4/2017**

*PPSD provided the following updates at the forum:*

- Currently we have an opening for CSU Payroll Officer and we will consider Personnel Supervisor II. The final filing date is 04/25/17
- Direct Deposit  
Reminder: to audit STD 699 and send a complete form to our office. We received many forms that incomplete and without phone number of the specialist which of course delayed on processing the document because we have to send it back.  
All information should be clear and legible.
- Position Control  
Payroll Letter regarding Form 607 Processing for Schedule 8/7A is behind schedule. However the datelines are still the same from last year.
  - \* SCO must receive all individuals' forms STD 607 and STD 607 packages, including correcting document on or before June 2, 2017
  - \* SCO must receive all forms STD 607 listings for re organizations effective July 1, 2017 on or before June 9, 2017
  - \* The annual reorganization letter with completion instructions will be released in May
- There is a Memo dated 4/3/17 on 2017 Health Changes for some BUs. Bus 1,3,4,11,12,13,14,15,17,18,19,20 and 21 have eliminated dependent health vesting, and Bus 3,12 and 13 have different employer contribution rates.
- Delegation agreement for Benefits Division Processes between The state Controller's Office and CalHR. This agreement is intended to provide the SCO with the authority and responsibility for reviewing and acting on behalf on the Benefits Division.

### **Oldest dates as of 04/17/17:**

Unit	Workload Type	Oldest Date
Position Control		
	607	04/10/17
CS Audits		
	PARS	02/10/17
Disability		
	IDL Regular	04/10/17
	IDL Specials/Complex	03/17/17
	SDI Regular	04/10/17
	SDI Special/Complex	03/30/17
	NDI Regular	04/10/17
	NDI Special/Complex	03/29/17
	TD Special/Complex	03/29/17
	4400	04/11/17
	4800	04/10/17
CS Payroll		
	Employment History Messages (EH)	12/24/15

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	674s	03/21/17
	674 A/Rs	03/16/17
Benefits		
	Dental News	04/13/17
	Dental Cancells	03/24/17
	Dental Changes/Appeals	01/25/17
	Payroll Adjustments Notices – 035s	02/07/17
	99PRS	11/02/16
	HBD12-P	10/13/16
	Payroll Adjustment Notices – Leave Credits	03/20/17
	Flex Enrollment (News/Changes)	11/18/16
	Flex Enrollment (Cancells)	10/19/16
	Flex Reimbursements	01/04/17
Premium Pays		
	Premium Pays	04/03/17
W2/Misc. Deductions		
	Duplicate W2 Request	04/13/17
	Non USPs Transactions (Std 676)	03/27/17
	Miscellaneous Deduction (Std 674)	03/24/17
	W2 Misc Adjustments (Std 674)	03/24/17
Retirement		
	EH Messages	11/17/16

### Questions:

- Keying issue when processing Employee History for BU 13

Per instructions in Pay Letter 17-08 the departments are supposed to key a GEN and then a SAL effective 11/01/2016. If an employee is in the middle of the new salary range the transactions can be keyed. However, if employees are at either the MIN or MAX of the class the GEN cannot be keyed because the pay scales are holding the salaries of the SAL. They will either get the error message that the salary is below the minimum or the error message that the anniversary date can't be max. Some departments have gone ahead and keyed the GEN by manipulating the system to change the anniversary date on the GEN to reflect one year out and then change it back to max on the SAL. These PARs should come to SCO to be keyed and they will be a high priority.